



Revision number: 1

Purchasing Agent: Nancy
Orton**Item: Printing of Letterhead**

Vendor: 72217B

Print Xpress
1124 South Richard Street
Salt Lake City UT 84101

Internet Homepage:

Telephone: (801) 355-4074

Fax number: (801) 355-4089

Contact: Mogens Mogensen

Email address: printx1@earthlinks.net

Brand/trade name: Recycled Gilbert Chadwick.

Price: See attached price list

Terms: Net 30

Effective dates: 04/18/02 through 04/17/04 with two (1) year extensions

Days required for delivery: See contract

Price guarantee period: 1 Year

Minimum order: 1,000 Sheets as specified

Min shipment without charges:

Other conditions: Maximum order is 50,000 sheets per letterhead

PLEASE NOTE PRICE CHANGES TO CONTRACT.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor (creating a PG in Finet) and make payments for the same on a PV referencing the original PG. Agencies will return to the vendor any invoice which reflects incorrect pricing.

**Printed Letterhead and Blank Sheets Contract****PAPER BRAND BID: Gilbert Chadwick, Recycled, 24#, 25% Cotton Fiber****MINIMUM ORDER:** The minimum order is 1,000 sheets.**THREE COLORS OF INK**

QUANTITY	RECYCLED PRICE PER M
1000 to 2,499 each	\$73.50/M
2500 to 4999 each	\$69.50/M
5000 to 9999 each	\$65.20/M
10,000 to 24,999 each	\$61.85/M
25,000 to 50,000 each	\$60.20/M

TWO COLORS OF INK

QUANTITY	RECYCLED PRICE PER M
1000 to 2499 each	\$52.30/M
2500 to 4999 each	\$47.80/M
5000 to 9999 each	\$44.50/M
10,000 to 24,999 each	\$41.15/M
25,000 to 50,000 each	\$39.50/M

ONE COLOR OF INK

QUANTITY	RECYCLED PRICE PER M
1000 to 2499 each	\$37.45/M
2500 to 4999 each	\$32.10/M
5000 to 9999 each	\$30.25/M
10,000 to 24,999 each	\$28.35/M
25,000 to 50,000 each	\$26.45/M

BLANK LETTERHEAD SECOND SHEETS (NO PRINTING)

QUANTITY	RECYCLED PRICE PER M
1000 to 2499 each	\$25.90/M
2500 to 4999 each	\$25.40/M
5000 to 9999 each	\$24.90/M
10,000 to 24,999 each	\$24.40/M
25,000 to 50,000 each	\$23.90/M

COMPOSITION CHARGES:



COST PER LINE	TOTAL AMOUNT PER ORDER	AGENCY PROOF CHANGES
\$2.00	\$15.00	\$10.00

CONTRACT TERM: The contract term is two (2) years. Contract is renewable, at the States option, on an annual basis, up to a maximum of two total renewal years.

FREIGHT TERMS OF SALE F.O.B. DESTINATION, FREIGHT PREPAID:

Contractor shall ship all products F.O.B. destination, freight included in the price. Price must include inside delivery.

DELIVERY SCHEDULE:

- A. Inside delivery (including carpeted areas) of the finished items must be made to locations specified on the agency's purchase order/contract order.
- B. Orders requiring original composition must be printed and delivered within fifteen (15) working days after receipt of order. Orders with camera-ready copy or negatives furnished, are to be delivered ten (10) days after receipt of order. "Working days" shall be defined as Monday through Friday of each week exclusive of official State holidays.
- C. letterhead will be boxed and/or shrinkwrapped in reams of 500 sheets and labeled on the outside with a description of the contents.

PAPER STOCK: Gilbert Chadwick 24# White recycled, 25% cotton fiber, laser copy paper, neutral PH (Alkaline), with "State Seal" genuine watermark.

INK: Three (3) colors of ink will be the maximum allowed under this contract. Gold ink when requested shall be simulated gold colored, non-metallic ink.

OVERRUNS/UNDERRUNS: Overruns will be priced at 80% of the unit contract price. Under-runs will be priced at full unit contract price and subtracted from the total bid price. Over-runs and under-runs shipped by the contractor will be subject to the following schedule:

LETTERHEAD ORDERED	VARIATION ALLOWED
1,000 - 2,499	10%
2,500 - 4,999	8%
5,000 - 9,999	6%
10,000 - 24,999	4%
25,000 - 50,000	2%



COMPOSITION: Original composition, if required, will be charged at \$2.00 per Line, not to exceed \$15.00 per order of each letterhead. There will be no charge for camera ready art or for the official State Seal.

NEGATIVES: Contractor will be required to maintain all negatives utilized under this contract unless order requests that negatives be included with shipment to agency. At the conclusion of contract, all negatives are to be shipped at contractor's expense to the requesting agency. All negatives, positives, dies, electroplates, cuts, engravings, artwork or any other commodities used in the production of work under this contract shall be the property of the State of Utah.

PROOFS: Proofs of all forms that are not an exact repeat or not furnished camera ready by agency, are to be furnished to agency for review and approval unless otherwise specified. Contractor is to submit a proof any time the probability of error exists. Any changes made by the ordering agency may be charged a fee not to exceed \$10.00. No allowance will be made for contractor's errors, such as typographical error.

MINIMUM ORDER: The minimum order is 1,000 sheets.

All State of Utah letterhead is to be standardized as per the following guidelines:



Utah Logo Guidelines:

Utah!

Where Ideas Connect™

Color: The logo and tagline should only appear in one of three ways: blue on a light field, black on a light field, or white on a dark field. The CMYK, RGB and Pantone Information for the blue logo is as follows:

	CMYK	C 100	M 71	Y 5	K 2
Color:	RGB	R 13	G 46	B 136	
	Pantone	653 coated	647 uncoated		

Font: Palentino, Italic

Size: The logo and tagline should never be smaller than .375" in height (measured from the top of the "U" in "Utah" to the bottom of the "W" in "Where") or smaller than .75" in width (measured from the top of the "U" to the top of the "!").

Tagline: When using the "Utah!" logo, always Include the tagline "Where ideas connect." The tagline should only appear below the logo. Tagline is to include trademark symbol.

Surrounding space: Give the logo and tagline plenty of room. No other design element should Impede the negative space around the logo and tagline. .

FINET COMMODITY CODE
9665100000

REPORTS



THE CONTRACTOR WILL SUBMIT QUARTERLY REPORTS TO THE STATE PURCHASING AGENT. SHOWING QUANTITIES AND DOLLAR VOLUME OF PURCHASES BY EACH STATE AGENCY AND POLITICAL SUBDIVISION. THESE REPORTS WILL BE DUE 10 DAYS AFTER THE CALENDAR QUARTER.